

Job description: CST Principal

Core purpose

To provide professional leadership and management of Queensbury Academy that will establish secure foundations from which to maintain and develop further outstanding performance in all areas of the school's work.

To create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students.

Key priorities

- Quickly understanding the ethos, nature, unique qualities and strengths and areas for improvement for the school.
- Leading the operation and ongoing strategic development of an outstanding school.
- Establishing the plans, structures, systems and processes that support the above.
- Appointing high-calibre staff.
- Promoting and supporting outstanding teaching.
- Establishing the school as the school of choice for parents in the area.

To achieve success, the post holder will:

- Provide vision, leadership and direction.
- Effectively lead and manage teaching and learning to secure the highest possible and sustainable levels of progress and attainment.
- Promote excellence, equality and high expectations among all students and staff.
- Effectively and efficiently deploy resources to achieve the school's aims.
- Evaluate school performance and identify priorities for continuous improvement.
- Ensure effective and efficient day-to-day management, organisation and administration of the school.
- Secure the commitment and support of the wider community, and encourage the involvement of parents and carers as well as key local community figures.

Key responsibilities

Strategic direction and shaping the future

The post holder will:

- Lead the development of the school and nurture its successful ethos and practice.
- Demonstrate the school's values in everyday work and practice.
- Work within the school community to translate the school's vision into practice that promotes and sustains continuous improvement in the school.
- Achieve robust systems for safeguarding, pastoral care and personalised learning to ensure every student feels valued, and is known and supported during their time at the school.
- Support members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents.
- Ensure that learning is at the centre of strategic planning and resource management.
- Be responsible for the school's management and development of all its resources.
- Contribute to CST and the schools within it.

Teaching and learning

The post holder will:

- Deliver an innovative curriculum, based on excellence for all whilst meeting statutory requirements and the school's and trust's education vision.
- Ensure that the curriculum delivered matches the needs of all students and is supported by teaching of the highest quality.
- Establish and maintain a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Create a culture and ethos of challenge and support where all students achieve success and become engaged in their learning.
- Implement strategies that secure high standards of behaviour and attendance.
- Monitor and evaluate the curriculum for both quality and value for money.
- Ensure students feel happy, safe, and supported, and have all barriers to their learning and progress addressed/removed.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Demonstrate and articulate high expectations, and set stretching targets for the whole school community.

Leading and managing staff

The post holder will:

- Maintain, develop and embed an organisational structure that reflects the school's values, and enables management processes to work effectively in line with CST and legal requirements.
- Develop, implement and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of CST, national and local circumstances, policies and initiatives.
- Recruit, retain and deploy staff appropriately and direct those managing their workloads to achieve the school's vision and goals.
- Lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of all staff to improve the quality of education provided and standards achieved.
- Manage the effective deployment and performance of all staff and ensure their professional development through effective systems for the management of staff performance.
- Provide effective induction, continuing professional development and performance management in line with the school's strategic plans.

Financial, compliance and facilities management

The post holder, assisted by the Business Manager, will:

- Plan and manage the school's finances and resources to ensure maximum benefit for students.
- Be responsible for the school site, its buildings, equipment and grounds.
- Develop, with support from the school's Local Governing Body, the annual and projected yearly budgets for approval by CST.
- Set appropriate priorities for expenditure and allocation of funds.

- Ensure that the accommodation provides a positive and safe environment which promotes wellbeing and high achievement for everyone at the school.
- Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff.
- Ensure effective administration and audit control.
- Be accountable for safeguarding, and health and safety requirements.

Partnerships

The post holder will:

- Establish a school culture and curriculum which fulfils the vision and requirements of the local community and the original vision of the school.
- Ensure learning experiences for all students are integrated with the wider community, and that where possible they are community-based.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich the school and its value to the wider community.
- Identify and develop strong partnerships and relationships with local primary schools, in particular the five named feeder schools, and local secondary schools.
- Secure strong links with other key partners who are supporting the school's development.
- Maintain and strengthen links with other CST academies to share best practice and to promote the development of staff through mentoring, sharing resources and collaborative working to benefit all schools.
- Collaborate with the Local Authority and other agencies to promote the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.
- Work closely with CST and the Local Governing Body to ensure that the development of the school is a success.
- Engage across other areas of CST's work.

This job description will be supported by the school improvement plan which will identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.